

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

22 January 2021

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held via Zoom on THURSDAY, 28 JANUARY 2021 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

Andy Jeffery
Town Clerk

The meeting of the Policy & Management Committee of the Godalming Town Council will be held under the provisions of the Coronavirus Act 2020 and The Local Authorities and Police & Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

Join Zoom Meeting

<https://us02web.zoom.us/j/82648543075?pwd=ZVh0YU1tdzIVZFNIOfJsVEh1T1dNUT09>

Meeting ID: 826 4854 3075

Passcode: 760997

Committee Members: Councillor Follows – Chair
Councillor Williams – Vice Chair

Councillor Adam	Councillor Ashworth
Councillor Boyle	Councillor Cosser
Councillor Crooks	Councillor Duce
Councillor Heagin	Councillor Hullah
Councillor Martin	Councillor Neill
Councillor Purvis	Councillor PS Rivers
Councillor Rosoman	Councillor Steel
Councillor Stubbs	Councillor Wardell
Councillor Welland	

A G E N D A

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 17 December 2020, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

3. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

To receive from Members any declarations of interests in relation to any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

4. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chair to invite members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda. This forum to be conducted in accordance with Standing Order 5:

- the period of time designated for public participation at a meeting for a maximum of three minutes per person or 15 minutes overall, unless otherwise directed by the chairman of the meeting;
- a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given. If a matter raised is one for Principle Councils or other authorities, the person making representations will be informed of the appropriate contact details.

5. QUESTIONS BY MEMBERS

To consider any questions from Councillors in accordance with Standing Order 6.

6. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

RFO to report on the accounts paid since the last meeting.

A schedule of the accounts paid will be tabled for the information of Members. The vouchers relating to these payments will also be tabled at the meeting for inspection. All payments made are in line with the agreed budget or other resolution of this Committee or Full Council.

Members to agree that the Chairman should sign the schedule of accounts paid.

7. BUDGET MONITORING

Members to consider a budget monitoring report to 31 December 2020 (detailed report attached for the information of Members). Please note that variances are reported against Revised Estimates (Min No 299-20).

Cost Centre	Year to date Variance	Projected Variance @ year end
	£	£
Head Office Costs	23,584 u/s	3.000 u/s
Civic Expenses	2,264 u/s	0 u/s
Town Promotion	390 u/s	0 o/s
Staycation	10 u/s	10 u/s
Festivals & Markets	544 o/s	500 o/s
Christmas Lights	19,150 u/s	0 o/s
BWP Community Centre	3,250 u/s	0 o/s
Pepperpot	1,194 u/s	0 o/s
The Square	1,000 u/s	3,000 u/s
Allotments	1,513 o/s	0 o/s
Wilfrid Noyce Community Centre	9,337 u/s	0 o/s
Bandstand	476 o/s	400 o/s
Godalming Museum	4,646 o/s	0 u/s
Land & Property Other	6,833 u/s	0 u/s
TOTAL	59,834 u/s	5,110 u/s

The monitoring report shows a current variance of £59,834 underspend against revised estimates. Items to note in the forecast:

- Income from third parties (i.e. Surrey County Council and the Godalming Joint Burial Committee) has been more than expected.
- Fees paid for Performing Rights have resulted in underspends in some cost centres and overspends in others, depending upon whether events were cancelled and whether the cost would normally be recharged to a third party.
- For prudence, we did not budget for any rent from The Square but have received monies for the last quarter.

8. COMMITTEE WORK PROGRAMME

The Committee's work programme is attached for the information of Members.

9. APPLICATIONS FOR GRANT AID

Information:

	£
20/2021 Grants Budget	60,000.00
Allocations this year to date	49,874.00
Balance available for allocation	10,126.00
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20/2021 General Grant Fund Allocation	17,000.00
Allocations this year to date	11,074.00
General Grant Fund applications this meeting (including Grant Aid in Kind)	4,000.00
Balance unallocated if applications agreed	1,926.00
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20/2021 SLA Fund Allocation	38,000.00
Allocations this year to date	38,000.00
SLA Fund applications this meeting	0.00
Balance unallocated if applications agreed	0.00
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20/2021 Council Community Fund Allocation	5,000.00
Allocations this year to date	800.00
Council Community Fund applications this meeting	500.00
Balance unallocated if applications agreed	3,700.00
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Total balance unallocated if applications agreed	<u>5,626.00</u>

Members to consider the following applications for grant aid – the summary of the application is given below – the detailed applications are attached for the information of Members.

Applications for General Grant Fund Support

Godalming Museum Trust

£4,000 is applied for to help meet the costs of marking the Museum's centenary year and encouraging more people to engage with and enjoy the Museum and local heritage.

Previous Grants: (Members to note that prior to the Transfer of the Museum Service to GTC from WBC, from 2005 until 2017/18 GTC funded the Volunteer Co-ordinators post via the grants fund)

£505.00 in 1994/5, £250.00 in 1996/7, £500.00 in 2001/02, £500.00 in 2005/06, £500.00 in 2005/06, £4,000.00 in 2005/06, £4,000.00 in 2006/07, £4,000.00 in 2007/08, £4,000.00 in 2008/09, £4,000.00 in 2008/09, £4,000.00 in 2009/10, £4,000.00 in 2010/11, £4,600.00 in 2010/11, £950.00 in 2011/12, £4,600.00 in 2012/13, £4,600.00 in 2013/14, £5,000.00 in 2014/15, £5,000.00 in 2015/16, £5,000.00 in 2016/17 and £5,000.00 in 2017/18.

Applications for Council Community Funding

Godalming Climate Forum – Application Sponsor Cllr Wardell

£500 is applied for to help meet the costs of an online Climate Engagement Event.

Previous Grants: Nil

Taking Stock - Climate Community Engagement Event Godalming - <https://bit.ly/38Mg6bm>

The Godalming Climate Forum, a forum established and supported by Godalming Town Council, aims to bring together local groups with an environmental interest. The Forum is a collaborative endeavour which shares ideas, expertise, resources and publicity across groups. This will hopefully result in practical action, focused effort, reduced duplication and provide support for climate grant applications made by groups, individually or jointly by groups working together.

As part of its objective to raise awareness and share ideas on how to make a positive contribution, on Saturday, 20 February 2021 the Godalming Climate Forum is holding a day of interest, sharing, learning, creating, connecting and fun for people in Godalming who want to engage with the climate crisis. This event is entitled Taking Stock – Climate Engagement Event Godalming, details of the event are attached for the information of Members.

Any event of this nature, whether physical or online, has fixed costs and expenses. In order to engage with as many residents as possible, irrespective of their means, the Godalming Climate Forum hopes that all events planned for the Climate Engagement event will be free to participants. In support of this aim, the Godalming Climate Forum is requesting £500 from the Council's Community Grant Fund to support this Climate Engagement event.

The Council Community Fund Grant Scheme is aimed at providing small grants to support community groups. As with other groups who do not hold a dedicated independent bank account, any funds granted from the Council's Community Grant Fund will be retained by the Council and administered by the RFO.

10. COMMUNITY STORE WORKING GROUP – UPDATE – ITEM FOR DECISION

Recommendation: Members to resolve to agree that:

- 1. Godalming Town Council will continue to provide the current level of support and resource to the Godalming & Villages Community Store for a period of at least 2 months from the official end of the Government's Coronavirus Furlough Scheme.**
- 2. Godalming Town Council's Community Store Working Group shall continue to engage with community groups and partner organisations to determine the level of support, if any, required of the Council to enable a sustainable emergency food provision service for the Godalming area.**
- 3. The Community Store Working Group shall bring to this Committee any requests for Partnership, Service Level or other such agreements requested of the Council in furtherance of a sustainable emergency food provision service for the Godalming area.**

The Godalming & Villages Community Store continues to ensure food security in Godalming and the surrounding villages. Currently the store supports some 34 households made vulnerable by the pandemic and is able to adapt to changing circumstances as they arise. During the recent free lunches hiatus the store supplied specially packaged meals for disadvantaged school age children and continues to be a point of referral from a number of Godalming schools.

The main challenge for the store continues to be gauging exactly how long the store is going to be needed. Given that furlough is due to finish at the end of April, the end of May/mid-June is a likely target date. At that time hopefully we can close up shop in the knowledge that the store can be put back in service within days if that becomes necessary and that we have the ability to do it all over again. For the time being there are plenty of volunteers to staff it. Which could change of course but we will cross that bridge if we come to it.

Meanwhile we must consider the future. The demand for the store needs to be balanced with the role of the Council in underwriting the project. The principal aspect of this question is the location of the store in the Wilfrid Noyce Centre, which in normal times is not only used by hundreds of residents every week, but also produces considerable income for the Council. If the time should come when we can legally accommodate hirers again while the store remains a necessity, the store will need to move. Indeed, in the longer term it must in any case.

For this and other reasons Members of the Community Store Working Group have been in talks with the St Mark's management team, sponsors of the Godalming Food Bank, with a view to supporting them in providing a sustainable emergency food provision service in succession to the Community Store. The detail as to what support they may need from the Council is yet to be determined. The Working Group is also in discussion with the other providers of food relief in the community with a view to forming a forum to coordinate provision and support demand.

11. **SAFEGUARDING QUARTERLY REPORT – ITEM TO NOTE**

There have been no safeguarding issues raised in the quarter ending 31 December 2020 (Nil raised YTD).

12. **POLICY DOCUMENT REVIEW – ITEM FOR DECISION**

Recommendation: Members to resolve to approve the recommendation to Full Council for the re-adoption of policies listed below relating to the Equality & Diversity and Health & Safety policies and statements.

Equality & Diversity Policy
Equality & Diversity Statement
Health & Safety Policy
Health & Safety Statement

Officers have no recommendations for amendments of the existing policies.

Existing policies are published on GTC website. Policies are available for Members review at: <https://godalming-tc.gov.uk/council-policies-procedures/>

13. **USE OF DELEGATED AUTHORITY – ITEM FOR NOTE**

In accordance with Financial Regulation 4.5 the Town Clerk wishes to report to Members the use of delegated authority exercised in consultation with The Chair of the Council and the Chair of the Policy & Management Committee of an expenditure of £672 for the provision of Wardens to manually operate the High Street barrier in support of social distancing between

21 December and 24 December 2020 whilst Godalming High Street was designated a Tier 2 area.

14. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON ST MARK'S COMMUNITY INITIATIVE GROUP

Members are asked to note Councillor Ashworth will make an oral report on the St Mark's Community Initiative Group, an organisation upon which Councillor Ashworth represents the Town Council.

15. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON HOLLOWAY HILL SPORTS ASSOCIATION

Members are asked to note a report from Councillor Martin on the Holloway Hill Sports Association (report attached for the information of Members) an organisation upon which Councillor Martin represents the Town Council.

16. COMMUNICATIONS ARISING FROM THIS MEETING

Members to identify which matters (if any), discussed at this meeting, are to be publicised.

17. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held via Zoom on Thursday, 11 March 2021 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

18. ANNOUNCEMENTS

Brought forward by permission of the Chairman. Requests to be submitted prior to commencement of the meeting.

8. POLICY & MANAGEMENT COMMITTEE – WORK PROGRAMME

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
COMMUNITY CENTRES – PERFORMANCE MONITORING	Town Clerk	46-16	On-going item for approximately quarterly reporting. Due to the current limited use of the community centres, no performance monitoring has been undertaken	Quarterly	September 2021
CONDITION OF TREES IN THE TOWN COUNCIL'S OWNERSHIP	Town Clerk	414-16	Works to progress as agreed by Members (Min No 263-18). Full Survey conducted in Oct/November 2020, maintenance programme ongoing.	2 yearly	Nov 2022
APPROVAL OF VARIABLE DIRECT DEBITS	RFO	40-19	Financial Regulations (6.6) require the approval of a use of variable direct debit shall be renewed by this Committee at least every two years.	Two yearly	May 2020
ANNUAL SAFETY REPORT	Town Clerk	444-18	Health & Safety Policy requires an annual safety report to the Council.	Annual	April 2021
GTC PROGRAMME 2019 – 2023	Town Clerk		Review of GTC Work Programme 2019 – 2023 Updated 16 July 2020	Quarterly	March 2021
TOWN COUNCIL ADMINISTRATIVE OFFICE MOVE	Town Clerk	30-19	Change of Use and Listed Building Consent application submitted 8 October 2019 <ul style="list-style-type: none"> Works are progressing, all building works are expected to be complete by mid-January to allow for final decorations and gradual relocation. Move to be complete by 31 March 2021 	Per Meeting	April 2021
Transfer of Land Assets	Town Clerk	280-20	Members resolved to authorise the negotiation of the potential asset transfers indicated below. Request for Head of Terms with WBC		October 2021
Youth Provision Survey	Youth Provision Working Group	215-20	Consultation with residents regarding future youth provision YPWG to propose consultation questions and method for consideration by P&M		May 2021

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
REPRESENTATION ON EXTERNAL BODIES REPORTS:				Required Date	Revised Date
St Mark's Community Initiative Group	Cllr Ashworth		Report expected 28 January 2021	28/01/21	
Holloway Hill Sports Association	Cllr Martin		Report expected 28 January 2021	28/01/21	
Waverley Citizens' Advice	Cllr Steel		Report deferred from 17 October 2019 to 16 April 2020. Report expected 11 March 2021	17/10/19	16/04/20 11/03/21
SALC	Cllr Cosser		Report deferred from 5 March 2020 to 16 April 2020. Report expected 11 March 2021	05/03/20	16/04/20 11/03/21
Waverley Cycle Forum	Cllr Crooks		Report deferred from 16 April 2020 to 22 April 2021	16/04/20	22/04/21
District Scout Council	Cllr Crooks		Report deferred from 16 April 2020 to 22 April 2021	16/04/20	22/04/21
Godalming Park Run Group	Cllr Duce		Report deferred from 25 June 2020. Report expected 24 June 2021	25/06/20	24/06/21
Fairtrade Steering Group	Cllr Wardell		Report expected 24 June 2021	24/06/21	
Farncombe Day Centre	Cllr Hullah		Report expected 8 July 2021	08/07/21	
St Mark's Community Centre Management Committee	Cllr Ashworth		Report deferred from 11 July 2019 to 30 July 2020. Report expected 8 July 2021	11/07/19	30/07/20 08/07/21
COVID Support Fund – Rotary Clubs	Cllr Ashworth		Report expected 9 September 2021	09/09/21	
Godalming/Joigny Friendship Association	Town Mayor/ Cllr Boyle		Report expected 9 September 2021	09/09/21	
Godalming/Mayen Association	Town Mayor/ Cllr PS Rivers		Report expected 9 September 2021	09/09/21	
Sport Godalming	Cllr Adam		Report expected 14 October 2021	14/10/21	
Godalming & District Chamber of Commerce	Cllr Stubbs		Report expected 14 October 2021	14/10/21	

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
Go Godalming Association	Town Mayor/ Cllr Heagin		Report expected 25 November 2021	25/11/21	
Surrey Hills – South Downs Community Rail Partnership	Cllr Follows/ Cllr PMA Rivers		Report expected 25 November 2021	25/11/21	
Godalming Museum Trust	Cllr Purvis/ Cllr Rosoman		Report expected 25 November 2021	25/11/21	

Key Dates for Members' Information (Town Events etc.)

Event	Date
Annual Town Meeting	Thursday, 19 March 2020 – Cancelled
Spring Festival – Spring into Godalming	Saturday, 4 April 2020 – Cancelled
Churches Together Easter Procession	Friday, 10 April 2020 – Cancelled
Annual Council/Mayor Making	Wednesday, 6 May 2020 – Cancelled
VE 75 th Day Commemorations	Friday, 8 May 2020 – Cancelled
Duck Race	Saturday, 9 May 2020 – Cancelled
VE 75 th Commemorations	Sunday, 10 May 2020 – Cancelled
Godalming Run	Sunday, 17 May 2020 – Cancelled
Godalming Town Show & Carnival	Saturday, 6 June 2020 – Cancelled
Godalming Summer Food Festival	Saturday, 5 July 2020 – Cancelled
Staycation	Saturday, 1 – Sunday, 9 August 2020 – Cancelled
Remembrance Sunday	Sunday, 8 November 2020
Godalming Christmas Festival & Lights Switch-on	Saturday, 21 November 2020 – Festival Cancelled – Lights will be installed
Farncombe Christmas Lights Switch-on	Friday, 4 December 2020 – Festival Cancelled – Lights will be installed
Churches Together Christmas Event	Saturday, 12 December 2020 - Cancelled
Godalming Pop-Up Saturday – Second Saturday of each month	Saturday, 9 January 2021 – Cancelled
Mayor's Pancake Races	Tuesday, 16 February 2021 – Not running as during Half Term
Farmers' Market – Last Saturday of each month Feb-Dec (except Nov)	Saturday, 27 February 2021

Detailed Income & Expenditure by Phased Budget Heading 31/12/2020

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101</u> <u>Head Office Costs</u>											
1001 Precept	0	0	0	711,154	711,154	0	711,154			100.0%	
1102 Community Infrastructure Levy	0	0	0	36,760	36,760	0	36,760			100.0%	
1202 Grants - WBC	0	0	0	35,733	35,733	0	35,733			100.0%	
1301 Premises Hire Charges	284	0	(284)	284	0	(284)	0			0.0%	
1303 Other customer/client receipts	1,723	1,500	(223)	15,049	9,500	(5,549)	14,000			107.5%	
1401 Interest Received	8	20	12	453	474	21	534			84.9%	
1501 Recharges to Godalming JBC	0	0	0	29,680	29,680	0	29,680			100.0%	
Head Office Costs :- Income	2,014	1,520	(494)	829,113	823,301	(5,812)	827,861			100.2%	0
4001 Salaries	21,044	22,935	1,891	184,171	189,383	5,212	249,083		64,912	73.9%	
4002 Employer's NIC	2,090	2,605	515	18,698	20,193	1,495	27,357		8,659	68.3%	
4003 Employer's Superannuation	3,856	3,750	(106)	33,962	34,600	638	45,937		11,975	73.9%	
4011 Staff Training	0	250	250	845	2,250	1,405	3,000		2,155	28.2%	
4012 Recruitment Advertising	0	0	0	99	0	(99)	1,500		1,401	6.6%	
4013 Other Staff Expenses	0	50	50	0	450	450	600		600	0.0%	
4102 Property Maintenance	0	200	200	386	1,586	1,200	2,186		1,800	17.6%	
4103 Maintenance Contracts	0	200	200	792	1,592	800	2,192		1,400	36.1%	
4121 Rents	6,285	3,142	(3,143)	12,570	9,426	(3,144)	12,568		(2)	100.0%	
4131 Rates	0	0	0	0	6,000	6,000	6,000		6,000	0.0%	
4141 Water Services	0	25	25	0	25	25	100		100	0.0%	
4161 Cleaning	0	380	380	0	380	380	1,520		1,520	0.0%	
4162 Waste Removal	0	55	55	0	55	55	220		220	0.0%	
4163 Domestic Supplies	0	10	10	109	129	20	159		50	68.8%	

Detailed Income & Expenditure by Phased Budget Heading 31/12/2020

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4164 Workshop Consumables	137	250	113	1,546	1,701	155	2,451		905	63.1%	
4202 Car Allowances	0	80	80	136	720	584	1,000		864	13.6%	
4204 Fuel Costs	110	100	(10)	681	730	49	1,030		349	66.1%	
4205 Vehicle Maintenance	26	50	24	993	1,067	74	1,217		224	81.6%	
4301 Equipment	85	0	(85)	1,294	1,209	(85)	1,709		415	75.7%	
4304 Catering & Hospitality	18	25	8	173	205	32	280		107	61.7%	
4305 Clothes, Uniform & Laundry	109	100	(9)	913	1,004	91	1,304		391	70.0%	
4306 Printing	0	200	200	776	1,800	1,024	2,400		1,624	32.3%	
4307 Stationery	235	340	105	2,317	3,060	743	4,090		1,773	56.7%	
4313 Professional Fees - Other	0	830	830	2,070	3,730	1,660	7,000		4,930	29.6%	
4314 Audit Fees	0	300	300	2,330	2,555	225	3,300		970	70.6%	
4315 Insurance	0	0	0	8,891	8,891	(0)	8,891		(0)	100.0%	
4321 Bank Charges	17	30	13	192	219	27	309		117	62.3%	
4322 Postage	0	100	100	286	486	200	786		500	36.3%	
4323 Telephones	421	350	(71)	2,184	2,167	(17)	2,717		533	80.4%	
4324 Broadband	64	0	(64)	64	0	(64)	0		(64)	0.0%	
4325 Computing	702	633	(69)	6,147	6,193	47	8,741		2,595	70.3%	
4326 Website	45	50	5	492	450	(42)	1,000		508	49.2%	
4327 Publicity Advertising	0	0	0	280	280	0	280		0	100.0%	
4331 Newsletter	0	1,100	1,100	0	1,100	1,100	2,200		2,200	0.0%	
4341 Grants	1,200	5,800	4,600	55,774	52,200	(3,574)	70,000		14,226	79.7%	
4342 Subscriptions	0	0	0	4,061	4,100	39	4,300		239	94.5%	
4401 Payments to Godalming JBC	0	0	0	54,759	54,760	1	54,760		1	100.0%	
4900 Miscellaneous Expenses	0	150	150	284	1,350	1,066	1,825		1,541	15.6%	

Detailed Income & Expenditure by Phased Budget Heading 31/12/2020

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6000 Debt Charges - Principal	0	0	0	20,496	20,498	2	30,413		9,917	67.4%	
6001 Debt Charges - Interest	0	0	0	34,672	34,672	0	47,293		12,621	73.3%	
Head Office Costs :- Indirect Expenditure	36,442	44,090	7,648	453,444	471,216	17,772	611,718	0	158,274	74.1%	0
5102 Contrib. to Other Provisions	0	0	0	56,442	56,443	1	56,443		1	100.0%	
Head Office Costs :- Other Costs	0	0	0	56,442	56,443	1	56,443	0	1	100.0%	0
Net Income over Expenditure	(34,428)	(42,570)	(8,142)	319,226	295,642	(23,584)	159,700				
<u>102 Civic Expenses</u>											
4121 Rents	0	0	0	0	0	0	660		660	0.0%	
4304 Catering & Hospitality	0	50	50	0	100	100	250		250	0.0%	
4305 Clothes, Uniform & Laundry	0	0	0	0	0	0	250		250	0.0%	
4306 Printing	0	0	0	0	800	800	800		800	0.0%	
4313 Professional Fees - Other	0	0	0	330	0	(330)	0		(330)	0.0%	
4325 Computing	200	200	0	1,800	1,800	0	2,400		600	75.0%	
4327 Publicity Advertising	0	0	0	2,300	2,450	150	2,450		150	93.9%	
4332 Mayor's Expenses	1,016	160	(856)	(11)	1,440	1,451	2,000		2,011	(0.5%)	
4334 Members' Training	0	100	100	180	380	200	680		500	26.5%	
4335 Mayor's Dinner	0	0	0	0	0	0	6,670		6,670	0.0%	
4900 Miscellaneous Expenses	0	80	80	467	360	(107)	600		133	77.8%	
Civic Expenses :- Indirect Expenditure	1,216	590	(626)	5,066	7,330	2,264	16,760	0	11,694	30.2%	0
5102 Contrib. to Other Provisions	0	0	0	6,000	6,000	0	6,000		0	100.0%	
Civic Expenses :- Other Costs	0	0	0	6,000	6,000	0	6,000	0	0	100.0%	0
Net Expenditure	(1,216)	(590)	626	(11,066)	(13,330)	(2,264)	(22,760)				

Detailed Income & Expenditure by Phased Budget Heading 31/12/2020

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>104</u> <u>Town Promotion</u>											
4005 Agency Staff & Contractors	0	0	0	10,718	10,718	0	10,718		0	100.0%	
4171 Grounds Maintenance Costs	0	0	0	853	853	(0)	853		(0)	100.0%	
4301 Equipment	0	0	0	883	883	0	883		0	100.0%	
4313 Professional Fees - Other	0	500	500	(315)	185	500	185		500	(170.3%)	
4327 Publicity Advertising	255	250	(5)	10,757	10,752	(5)	10,752		(5)	100.0%	
4900 Miscellaneous Expenses	106	0	(106)	1,820	1,715	(105)	2,010		190	90.6%	
Town Promotion :- Indirect Expenditure	361	750	389	24,716	25,106	390	25,401	0	685	97.3%	0
5001 Transfers from Reserves	0	0	0	0	0	0	(14,000)		(14,000)	0.0%	
Town Promotion :- Other Costs	0	0	0	0	0	0	(14,000)	0	(14,000)	0.0%	0
Net Expenditure	(361)	(750)	(389)	(24,716)	(25,106)	(390)	(11,401)				
<u>105</u> <u>Staycation</u>											
4343 Licensing/PRS	0	0	0	(10)	0	10	0		10	0.0%	
Staycation :- Indirect Expenditure	0	0	0	(10)	0	10	0	0	10		0
Net Expenditure	0	0	0	10	0	(10)	0				
<u>106</u> <u>Festivals & Markets</u>											
1303 Other customer/client receipts	460	440	(20)	3,820	3,480	(340)	3,725			102.6%	
Festivals & Markets :- Income	460	440	(20)	3,820	3,480	(340)	3,725			102.6%	0

Detailed Income & Expenditure by Phased Budget Heading 31/12/2020

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 Salaries	80	80	0	560	560	0	720		160	77.8%	
4002 Employer's NIC	8	16	8	55	64	9	84		29	65.3%	
4003 Employer's Superannuation	0	0	0	0	0	0	30		30	0.0%	
4313 Professional Fees - Other	0	0	0	1,455	1,100	(355)	1,100		(355)	132.3%	
4343 Licensing/PRS	0	0	0	538	0	(538)	0		(538)	0.0%	
4900 Miscellaneous Expenses	0	0	0	0	0	0	400		400	0.0%	
Festivals & Markets :- Indirect Expenditure	88	96	8	2,608	1,724	(884)	2,334	0	(274)	111.7%	0
Net Income over Expenditure	372	344	(28)	1,212	1,756	544	1,391				
<u>108</u> <u>Christmas Lights</u>											
1304 Donations	250	0	(250)	250	0	(250)	0			0.0%	
Christmas Lights :- Income	250	0	(250)	250	0	(250)	0				0
4313 Professional Fees - Other	0	20,500	20,500	16,600	35,500	18,900	35,500		18,900	46.8%	
Christmas Lights :- Indirect Expenditure	0	20,500	20,500	16,600	35,500	18,900	35,500	0	18,900	46.8%	0
Net Income over Expenditure	250	(20,500)	(20,750)	(16,350)	(35,500)	(19,150)	(35,500)				
<u>201</u> <u>BWP Community Centre</u>											
1301 Premises Hire Charges	1,426	2,000	574	15,351	15,850	500	21,850			70.3%	
BWP Community Centre :- Income	1,426	2,000	574	15,351	15,850	500	21,850			70.3%	0
4102 Property Maintenance	0	260	260	17,300	17,819	519	18,599		1,299	93.0%	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4103 Maintenance Contracts	0	66	66	1,221	1,234	13	1,432		211	85.2%	
4111 Energy Costs	542	600	58	1,564	1,716	153	3,516		1,953	44.5%	
4131 Rates	0	0	0	1,347	1,347	(0)	1,347		(0)	100.0%	
4141 Water Services	31	40	9	280	296	16	416		136	67.4%	
4161 Cleaning	25	1,975	1,950	2,900	6,075	3,175	8,100		5,200	35.8%	
4162 Waste Removal	0	65	65	601	674	73	869		268	69.2%	
4163 Domestic Supplies	0	10	10	0	20	20	50		50	0.0%	
4171 Grounds Maintenance Costs	0	20	20	523	40	(483)	100		(423)	523.2%	
4301 Equipment	0	50	50	413	513	100	663		250	62.3%	
4323 Telephones	42	30	(12)	276	264	(12)	354		78	77.9%	
4324 Broadband	(21)	40	61	291	353	62	473		182	61.5%	
4343 Licensing/PRS	0	0	0	185	300	115	300		115	61.8%	
BWP Community Centre :- Indirect Expenditure	619	3,156	2,537	26,902	30,651	3,749	36,219	0	9,317	74.3%	0
5001 Transfers from Reserves	0	0	0	(17,500)	(17,500)	0	(17,500)		0	100.0%	
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
BWP Community Centre :- Other Costs	0	0	0	(15,000)	(15,000)	0	(15,000)	0	0	100.0%	0
Net Income over Expenditure	807	(1,156)	(1,963)	3,449	199	(3,250)	631				
<u>202</u> <u>Pepperpot</u>											
1301 Premises Hire Charges	672	650	(22)	6,355	6,353	(2)	8,303			76.5%	
Pepperpot :- Income	672	650	(22)	6,355	6,353	(2)	8,303			76.5%	0

Detailed Income & Expenditure by Phased Budget Heading 31/12/2020

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4102 Property Maintenance	0	100	100	19	219	200	519		500	3.7%	
4103 Maintenance Contracts	343	138	(205)	1,111	846	(265)	1,260		149	88.2%	
4111 Energy Costs	77	100	23	486	900	414	1,200		714	40.5%	
4161 Cleaning	24	415	391	682	1,395	713	1,860		1,178	36.7%	
4163 Domestic Supplies	0	0	0	51	51	0	51		0	100.0%	
4301 Equipment	0	0	0	112	200	88	600		488	18.7%	
4323 Telephones	48	30	(18)	266	249	(17)	339		73	78.4%	
4324 Broadband	(20)	39	59	292	351	59	468		176	62.5%	
4343 Licensing/PRS	0	0	0	70	70	0	70		0	100.0%	
Pepperpot :- Indirect Expenditure	474	822	349	3,090	4,281	1,191	6,367	0	3,277	48.5%	0
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
Pepperpot :- Other Costs	0	0	0	2,500	2,500	0	2,500	0	0	100.0%	0
Net Income over Expenditure	199	(172)	(371)	766	(428)	(1,194)	(564)				
<u>203 The Square</u>											
1302 Rents	0	0	0	4,000	3,000	(1,000)	3,000			133.3%	
1303 Other customer/client receipts	0	0	0	1,509	1,509	(0)	1,509			100.0%	
The Square :- Income	0	0	0	5,509	4,509	(1,000)	4,509			122.2%	0
4315 Insurance	0	0	0	1,249	1,249	(0)	1,249		(0)	100.0%	
The Square :- Indirect Expenditure	0	0	0	1,249	1,249	(0)	1,249	0	(0)	100.0%	0
Net Income over Expenditure	0	0	0	4,260	3,260	(1,000)	3,260				

Detailed Income & Expenditure by Phased Budget Heading 31/12/2020

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>204 Allotments</u>											
1302 Rents	0	0	0	2,487	2,487	(0)	2,487			100.0%	
Allotments :- Income	0	0	0	2,487	2,487	(0)	2,487			100.0%	0
4102 Property Maintenance	0	0	0	0	0	0	300		300	0.0%	
4141 Water Services	6	8	2	98	101	3	125		27	78.8%	
4171 Grounds Maintenance Costs	0	0	0	4,057	2,613	(1,444)	2,613		(1,444)	155.3%	
4343 Licensing/PRS	0	0	0	71	0	(71)	0		(71)	0.0%	
Allotments :- Indirect Expenditure	6	8	2	4,227	2,714	(1,513)	3,038	0	(1,189)	139.1%	0
Net Income over Expenditure	(6)	(8)	(2)	(1,740)	(227)	1,513	(551)				
<u>205 Wilfrid Noyce Community Centre</u>											
1301 Premises Hire Charges	0	0	0	3,012	2,792	(220)	2,792			107.9%	
1303 Other customer/client receipts	89	0	(89)	355	267	(88)	267			132.9%	
Wilfrid Noyce Community Centre :- Income	89	0	(89)	3,367	3,059	(308)	3,059			110.1%	0
4001 Salaries	0	220	220	114	554	440	1,214		1,100	9.4%	
4002 Employer's NIC	0	0	0	11	11	(0)	11		(0)	101.4%	
4003 Employer's Superannuation	0	38	38	0	75	75	189		189	0.0%	
4102 Property Maintenance	0	250	250	3,692	3,622	(70)	4,372		680	84.4%	
4103 Maintenance Contracts	499	500	1	2,630	2,610	(20)	4,110		1,480	64.0%	
4111 Energy Costs	410	440	30	2,310	3,960	1,650	5,280		2,970	43.8%	
4141 Water Services	105	100	(5)	933	925	(8)	1,225		292	76.2%	

Detailed Income & Expenditure by Phased Budget Heading 31/12/2020

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4161 Cleaning	25	3,275	3,250	3,987	9,975	5,988	13,300		9,313	30.0%	
4162 Waste Removal	0	160	160	746	781	35	1,261		515	59.2%	
4163 Domestic Supplies	0	50	50	0	100	100	250		250	0.0%	
4301 Equipment	0	300	300	1,591	2,191	600	3,491		1,900	45.6%	
4313 Professional Fees - Other	0	0	0	1,400	1,400	0	1,400		0	100.0%	
4323 Telephones	95	54	(41)	531	486	(45)	734		203	72.3%	
4324 Broadband	(20)	39	59	292	351	59	468		176	62.5%	
4343 Licensing/PRS	0	0	0	325	350	25	350		25	92.7%	
4900 Miscellaneous Expenses	0	100	100	0	200	200	500		500	0.0%	
Wilfrid Noyce Community Centre :- Indirect Expenditure	1,115	5,526	4,411	18,562	27,591	9,029	38,155	0	19,593	48.6%	0
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
Wilfrid Noyce Community Centre :- Other Costs	0	0	0	2,500	2,500	0	2,500	0	0	100.0%	0
Net Income over Expenditure	(1,026)	(5,526)	(4,500)	(17,695)	(27,032)	(9,337)	(37,596)				
<u>206 Bandstand</u>											
4102 Property Maintenance	6	50	44	1,003	996	(7)	1,146		143	87.6%	
4343 Licensing/PRS	0	0	0	538	70	(468)	70		(468)	768.8%	
Bandstand :- Indirect Expenditure	6	50	44	1,542	1,066	(476)	1,216	0	(326)	126.8%	0
Net Expenditure	(6)	(50)	(44)	(1,542)	(1,066)	476	(1,216)				

Detailed Income & Expenditure by Phased Budget Heading 31/12/2020

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>207 Godalming Museum</u>											
1302 Rents	0	0	0	3,413	5,118	1,706	6,824			50.0%	
1303 Other customer/client receipts	0	0	0	33,605	33,845	240	34,085			98.6%	
Godalming Museum :- Income	0	0	0	37,018	38,963	1,946	40,909			90.5%	0
4001 Salaries	3,683	3,700	17	33,151	33,182	31	44,282		11,131	74.9%	
4002 Employer's NIC	324	444	120	2,921	3,161	240	4,493		1,572	65.0%	
4003 Employer's Superannuation	659	681	22	5,929	5,971	42	8,014		2,085	74.0%	
4011 Staff Training	0	0	0	0	0	0	500		500	0.0%	
4102 Property Maintenance	0	200	200	14,242	11,439	(2,803)	12,139		(2,103)	117.3%	
4103 Maintenance Contracts	79	0	(79)	713	553	(160)	553		(160)	128.9%	
4162 Waste Removal	0	0	0	7	7	0	7		0	99.3%	
4202 Car Allowances	0	0	0	0	0	0	160		160	0.0%	
4301 Equipment	0	0	0	262	261	(1)	261		(1)	100.2%	
4306 Printing	0	0	0	105	105	(0)	105		(0)	100.4%	
4307 Stationery	0	25	25	115	165	50	240		125	48.1%	
4313 Professional Fees - Other	18	0	(18)	18	0	(18)	0		(18)	0.0%	
4315 Insurance	0	0	0	2,036	2,036	0	2,036		0	100.0%	
4322 Postage	134	0	(134)	469	335	(134)	335		(134)	140.0%	
4323 Telephones	15	25	10	110	130	20	205		95	53.5%	
4325 Computing	200	216	16	1,760	1,792	32	2,440		680	72.1%	
4342 Subscriptions	0	0	0	0	0	0	3,000		3,000	0.0%	
Godalming Museum :- Indirect Expenditure	5,113	5,291	178	61,837	59,137	(2,700)	78,770	0	16,933	78.5%	0

Detailed Income & Expenditure by Phased Budget Heading 31/12/2020

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5001 Transfers from Reserves	0	0	0	(9,000)	(9,000)	0	(9,000)		0	100.0%	
5101 Contrib. to Premises Provision	0	0	0	33,125	33,125	0	33,125		0	100.0%	
Godalming Museum :- Other Costs	0	0	0	24,125	24,125	0	24,125	0	0	100.0%	0
Net Income over Expenditure	(5,113)	(5,291)	(178)	(48,945)	(44,299)	4,646	(61,986)				
<u>208 Land & Property - Other</u>											
1303 Other customer/client receipts	0	0	0	2,500	2,500	0	2,500			100.0%	
Land & Property - Other :- Income	0	0	0	2,500	2,500	0	2,500			100.0%	0
4101 Repair/Alteration of Buildings	0	0	0	0	0	0	1,560	1,560		0.0%	
4102 Property Maintenance	383	325	(58)	3,277	3,535	258	4,510	1,233		72.7%	
4103 Maintenance Contracts	0	100	100	0	200	200	500	500		0.0%	
4111 Energy Costs	41	65	24	422	585	163	780	358		54.1%	
4131 Rates	0	0	0	3,668	3,668	0	3,668	0		100.0%	
4141 Water Services	(184)	270	454	646	2,430	1,784	3,240	2,594		19.9%	
4151 Fixtures & Fittings	0	0	0	0	0	0	250	250		0.0%	
4161 Cleaning	0	3,510	3,510	4,064	7,574	3,510	11,084	7,020		36.7%	
4171 Grounds Maintenance Costs	326	400	74	531	998	467	2,398	1,867		22.2%	
4301 Equipment	0	0	0	908	908	0	908	0		100.0%	
4900 Miscellaneous Expenses	900	450	(450)	900	1,350	450	1,800	900		50.0%	
Land & Property - Other :- Indirect Expenditure	1,466	5,120	3,654	14,415	21,248	6,833	30,698	0	16,283	47.0%	0
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5102 Contrib. to Other Provisions	0	0	0	2,000	2,000	0	2,000		0	100.0%	
Land & Property - Other :- Other Costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,500</u>	<u>4,500</u>	<u>0</u>	<u>4,500</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,466)</u>	<u>(5,120)</u>	<u>(3,654)</u>	<u>(16,415)</u>	<u>(23,248)</u>	<u>(6,833)</u>	<u>(32,698)</u>				
Grand Totals:- Income	4,911	4,610	(301)	905,769	900,502	(5,267)	915,203			99.0%	
Expenditure	46,904	85,999	39,095	715,314	769,881	54,567	954,493	0	239,179	74.9%	
Net Income over Expenditure	<u>(41,993)</u>	<u>(81,389)</u>	<u>(39,396)</u>	<u>190,455</u>	<u>130,621</u>	<u>(59,834)</u>	<u>(39,290)</u>				
Movement to/(from) Gen Reserve	<u>(41,993)</u>			<u>190,455</u>							

GODALMING TOWN COUNCIL

Application for Grant Aid

1. Name of Voluntary Organisation: Godalming Museum Trust
2. Contact Name, Address and Telephone Number: Alison Pattison, Godalming Museum, 109a High Street, Godalming, Surrey, GU7 1AQ, 01483 426510
3. Details of Organisation: is it
 - a) A charity? Yes. Registered charity 292155
 - b) A Trust? Yes
 - c) A Private Limited Company? Yes, limited company no. 1968010
 - d) Affiliated to any National Body? No
 - e) Any other official registration? Accredited Museum no. 255
4. What are the aims and objectives of the Organisation?

Godalming Museum aims to promote the enjoyment and understanding of the heritage of the town and its surrounding villages, and to encourage and support lifelong learning. It does this by collecting, safeguarding and making accessible, local artefacts and knowledge, within a welcoming, stimulating and inclusive environment
5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide details
 - In normal years the museum runs a small café and a museum shop, however this year it has not been possible to run the café and the shop has only operated in a very limited way
6. Please state size of membership and annual subscription levels of Organisation
 - Godalming Museum's Friends association has 350 members. Annual membership costs £15 (single), £25 (joint) or £150 (life). The museum also has 6 corporate patrons who pay £200-250 annually (though we anticipate that not all will be able to support the museum this year)
7. Please enclose the following information as applicable to your Organisation:-
 - a) Constitution or aims ✓
 - b) Copy of accounts ✓ (with annual report)
 - c) Copy of budget for current financial year ✓
 - d) Copy of last annual report to members ✓ (with accounts)
8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned
 - The enclosed report covers 2019-2020.
 - 2020 has, of course, been a very different year. The museum closed in March. While closed we posted daily on Facebook, setting up a 'virtual museum' of 100 short videos covering the story of Godalming and Farncombe from the Palaeolithic to the Millennium, available on the museum's website at <http://www.godalmingmuseum.org.uk/index.php?page=videos-on-facebook> . These included a day of posts on the Second World War, to support the town's VE day celebrations. We continued to run the museum's enquiries service by phone and email and, like other heritage organisations, found that the number of enquiries increased during lockdown. We kept in contact with and supported, the museum's friends and volunteers. Once schools opened again, we were able to run the museum's school loan box service by introducing a quarantine period between loans and we produced a self-guided walk for students at St Mark and All Saints' local studies topic.
 - In August we reopened the museum's ground floor for pre-booked visits two days a week to a new exhibition, "Godalming's Secret Cemetery" about the recently excavated Saxon cemetery in Station Road. This was staffed by the curator and volunteer co-ordinator as the museum's volunteers are nearly all in the vulnerable category.

- A few volunteers have been able to continue to work remotely during the pandemic, including the newsletter editor, who created our first digital newsletters for the friends, the website editor who has worked particularly hard as the website became the keystone of the museum's service delivery, volunteers who worked on indexing the collections at home, our garden volunteer and, early on, volunteers involved in cancelling planned exhibitions and events
- The museum's National Lottery Heritage Funded community archaeology project, exploring the First and Second World War army camps and Polish Resettlement Corps on Witley Common had been due to end in August 2020 with a public open day in the Phillips Memorial Park. This, along with other public and school engagement, naturally could not take place. We have restructured the remaining parts of the project, which will now be completed during 2021. For the Council of British Archaeology Festival of Archaeology in October, we launched a downloadable, illustrated guided walk exploring the First World War camp on Witley Common, using the izi.travel app. <https://izi.travel/en/browse/0a9cb832-819d-45c1-9ce3-5fdcedc23682> This is getting great reviews, with families enjoying the walk together and dog walkers and runners finding out about the history behind their favourite routes.
- We closed the museum at the end of the Secret Cemetery exhibition, in mid-October, for staff to take leave and prepare to re-open with a new exhibition in November, but events overtook us and, after the November lockdown, the Trustees took the decision to keep the museum closed until Easter and concentrate on providing services online, where the museum has been reaching a new and larger audience, with recent posts reaching c.500-700 people and 722 people following the museum's Facebook page. Our most popular virtual museum video (on RFD) has reached an estimated 19K people. We were able to set up a small online shop in December <http://www.godalmingmuseum.org.uk/index.php?page=the-shop> , and plan to create online education resources over the next couple of months, then start to put the collections online.
- The museum was fortunate to get a place on the South East Museums Development Partnership's "Growing Volunteering" project (Nov 2020-Mar 2021). We know that many of our volunteers are very keen to come back, but also that when they do, they will find that the organisation and the services it offers, as well as public expectations, have been changed by the experience of 2020, we can see that we will need new skills among our volunteers, especially digital skills, and this project aims to help us to support our existing volunteers as well as to attract new people.

9.

- a) For what specific project are you now seeking financial assistance from the Town Council; please provide details
- Godalming Museum was founded in 1921 in the Pepperpot by Godalming Borough Council, which makes 2021 our centenary year. We want to use this opportunity to encourage more people to engage with and enjoy the museum and local heritage, to share a positive story after a very difficult year and to help make the museum more sustainable. Our plans include:-
 - Creating 100 short films featuring favourite objects from the collection (nominated by volunteers, friends and members of the public). The films will be posted on the museum Facebook page and will also be on the website and the objects will be on display when the museum can reopen
 - Arranging the museum's first online lecture (on the history of the museum and its collections)
 - Creating an exhibition (for reopening) which tells the story of the museum in the context of the development of the town
 - Producing a book / booklet on the theme of the exhibition
 - Launching a downloadable, illustrated guided walk of the town, featuring the memories of local residents
 - Carrying out fundraising and encouraging more people to join the Friends of the Museum

We are seeking financial assistance from the Town Council for the set up costs of these activities, and especially to enable the museum to accept contactless donations when we reopen, a key factor in ongoing fundraising, namely

- Exhibition printing: £200
- Booklet printing (500 copies printed at Craddocks): £2,000. The booklets will be sold in aid of the museum so that by sponsoring the printing costs, the Town Council would be enabling fundraising
- Replacing the museum's current cash donation boxes with new boxes which meet best practice guidelines and incorporate an option for contactless giving: £1,800

b) Specify

- Total Estimated Cost £4,000
- Amount already available £0
- Amount expected to be available at commencement £0
- Dates scheduled to commence and finish: Jan-Dec 2021 (& ongoing for contactless donations)

10. Are you applying for or have you already received other financial assistance for this project?

- Please provide details:-
- We do not have any financial assistance for this project but have received a promise of assistance in kind for the design of the exhibition and booklet.

11. What level of financial assistance are you seeking from Godalming Town Council? State:

- a) Amount: £4,000
- b) Whether you have received a previous grant from the Town Council
- Amount £5,000
 - Date: over several years, the last being 2016-7
 - Project: Volunteer Co-coordinator post at the museum

12. What benefits do you anticipate will be derived by the Godalming Community from your project?

- a) **Enjoyment:** heritage makes people happy! Particularly in the present circumstances, when people really need a break from the present day and value the perspective given by discovering other lives in other times. We know from feedback to the museum's online activity and to our exhibition this summer that people will enjoy discovering more about their town and their museum and sharing their own memories
- b) **A sense of belonging:** discovering more about the history of the town, whether through old photographs, artefacts, or memories, builds an understanding of how it came to be the way it is now and generates a sense of ownership and pride of place. The museum believes that everyone who comes to live and work in Godalming is part of its story and that local heritage is key to community building
- c) **Recovery:** the centenary celebrations will help the museum to rebuild its activities and visitor base after a very disrupted year and to be a busy, sustainable, inclusive and welcoming presence which attracts people to the High Street and to the town

I submit this application on behalf of the stated Organisation and believe all statements made or enclosed to be true.

Signed: Alison Pattison

Date: 8/01/2021

Capacity in which signed: Curator of Godalming Museum

Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HT

Please note that financial information provided may be discussed in a public forum

TAKING STOCK - CLIMATE ENGAGEMENT EVENT GODALMING

The Godalming Climate Forum, a forum established and supported by Godalming Town Council, aims to bring together local groups with an environmental interest. The Forum hopes to share ideas, expertise, resources and publicity across groups. This will hopefully result in practical action, focused effort, reduced duplication and climate grant applications made by groups, individually or jointly by groups working together.

As part of its objective to raise awareness and share ideas on how to make a positive contribution, on Saturday, 20 February 2021 the Godalming Climate Forum is holding a day of interest, sharing, learning, creating, connecting and fun for people in Godalming who want to engage with the climate crisis. This event is entitled Taking Stock – Climate Engagement Event Godalming, details of the event are shown below.

11:00 **Opening:** Penny Rivers, Mayor of Godalming (broadcast widely - open to all)

11:30 **Climate Heroes** - Share your Climate Heroes, which hero do you choose to be?

<https://www.eventbrite.co.uk/e/climate-heroes-which-one-would-you-like-to-be-tickets-136181166535>

12:00 **The Truth about The Climate:** Learn from people in Godalming who have learned what scientists are saying.

<https://www.eventbrite.co.uk/e/the-truth-about-the-climate-tickets-136179302961>

12:30 **A Library of Things for Godalming** - What would you like to borrow rather than buy?

<https://www.eventbrite.co.uk/e/library-of-things-tickets-135667269455>

13:00 **Moving Godalming to Active Travel** - Active travel will help Godalming address the Climate Emergency. What needs to change?

<https://www.eventbrite.co.uk/e/switching-godalming-to-active-travel-tickets-136010722733>

14:00 **Taking Stock** - Where are you now in relation to the Climate? Review your carbon footprint and talk about it.

<https://www.eventbrite.co.uk/e/taking-stock-tickets-136200321829>

15:00 **Green Stories Workshop** - Writing about Nature and the Climate with Dr Denise Baden.

<https://www.eventbrite.co.uk/e/green-stories-tickets-135707726463>

15:30 **Art** - share your art that expresses your love of nature and concerns about the climate.

<https://www.eventbrite.co.uk/e/art-for-the-love-of-nature-and-concern-for-the-planet-tickets-136085049045>

16:00 **Climate Friendly Cookery** - Delicious vegan and vegetarian food and using excess produce.

<https://www.eventbrite.co.uk/e/cook-and-eat-for-the-planet-tickets-136266062461>

18:00 **Ecotainment Showcase** - Original songs and music themed around the climate and ecological emergency - How music can inspire change. Get your tickets here:

<https://www.eventbrite.co.uk/e/ecotainment-original-music-showcase-for-the-planet-tickets-135332173173>

21:00 **Party for the Planet** - Our Staycation Music and Climate Heroes - Mark Lev and Sam Allen give us an opportunity to celebrate our amazing planet Earth.

<https://www.eventbrite.co.uk/e/party-for-the-planet-enjoy-the-staycation-vibes-with-mark-and-sam-tickets-135400832535>

Speakers

1. Penny Rivers – Opening Address
2. Dr Denise Baden - Writing Workshop – Green Stories
3. Summer Jeavons – Writing Workshop – Green Stories
4. Shirley Wardell – Climate Heroes
5. Pam Cookney – Art for love of nature and concern for the planet
6. Carol Foussat – The Truth about the Climate
7. Helen Leech – A Library of Things for Godalming
8. Jo Purvis – A Library of Things
9. Martyn Sandford – Moving Godalming to Active Travel
10. Chris Meeks – Moving Godalming to Active Travel
11. Adrianna Pisetti – Moving Godalming to Active Travel
12. Juliet Woolf – Moving Godalming to Active Travel
13. Yasmin Aytüre – Taking Stock - What is your Carbon Footprint?
14. Bob Crooks – Taking Stock - What is your Carbon Footprint?
15. Heather Hullah – Climate Friendly Cookery
16. Richard Ashworth – Climate Friendly Cookery
17. Sheila Ashworth – Climate Friendly Cookery
18. David Faraday – Ecotainment Showcase
19. Mark Lev – Party for the Planet
20. Sam Allen – Party for the Planet

Godalming Town Council – Holloway Hill Sports Association Report January 2021

Prepared by Peter Martin

With Covid 19 running rampant the Holloway Hill Sports Association Committee has not met during the last year so there is little to report.

The Holloway Hill Sports Association is an organisation comprising the main sports users of the recreation ground on Busbridge Lane, Godalming. In the 1990s work was undertaken to rebuild the pavilion at the ground. The Association was set up with the main users at the time, namely Godalming Cricket Club, Godalming & Farncombe Athletic Football Club and the Wanderers Football Club, along with Waverley Borough Council and Godalming Town Council - which all contributed funds to the project.

The main activity of the Association is the management of the pavilion itself and the promotion of sport in general. The group is responsible for the bar and the upkeep of the facilities (including vital changing rooms). Revenue comes from subscriptions from member clubs and the hiring out of the pavilion hall.

Sport has taken place at the Holloway Hill ground since the 1880s and the Pavilion is very much the centre of activity. In addition to the sporting activity (including many Mayor's cricket matches) there are many other users of the space. In particular the pavilion acts as the polling station for the whole of the Holloway community due to it being very much at the heart of the community. The pavilion is also one of very few local venues available to hire that has a licensed bar.

Maintenance work is a constant need and the pavilion is now showing its age. All this work is managed by a small group of very dedicated volunteers and as a result the pavilion itself is more marketable. The sports association itself does not have much in the way of funds, most of which are provided by the member clubs with the remainder coming from lettings and bar takings. What funds it does have are wisely spent and everything is ploughed back into the premises. Unfortunately, as with many local organisations, costs have increased considerably in recent years and the board of directors are continually fighting to hold down costs while looking for revenue and funding opportunities.

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a disclosable pecuniary interest or a non-pecuniary interest in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]² [a non-pecuniary interest]³ in the following matter:-

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interest	Non-Pecuniary Interest	Reason

Signed _____

Dated _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

³ A non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.